



NATIONAL GUARD BUREAU
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1 October 2013

MEMORANDUM FOR THE HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEMS) OF ALL STATES, PUERTO RICO, THE VIRGIN ISLANDS, GUAM AND THE DISTRICT OF COLUMBIA

SUBJECT: Self Service My Workplace Management Reports (TNH 13-043)

1. Effective 29 September 2013, several new reports were made available for supervisors in Self Service My Workplace. Supervisors will be able to access employee data within their Position Hierarchy, to include four levels down, using these new reports. To better assist supervisors with sorting the output data, they will have the capability to view the data in an excel spreadsheet.
2. On the Navigator Page for My Workplace, the "View/Print Reports" area was renamed to reflect "Management Reports". A new link was added under this area for "View Management Reports". The Furlough Information Report and the Telework Report, which were previously located under the "View/Print Reports" area, have been moved under the "View Management Reports" link.
3. The below seven new "canned" reports have been added under the "View Management Reports" link in Self Service My Workplace. Supervisors may execute these reports as needed.

- Appraisals Report
- Awards Report
- Leave Report
- Organizational Roster Report
- Security Roster Report
- Special Pay Report (Local Nationals)
- Suspense Report

4. Attached is the updated version of Module 4, Chapter 2 (Accessing My Employee Information) of the Self Service User Guide. This updated version includes information and instructions for executing the new reports. As an additional training aid for supervisors, a Captivate Simulation has been added to the DCPDS Help area and can be accessed from the Self Service My Workplace navigator page. Active X controls are required to view the Simulation. Additionally, an updated version of Module 4, Chapter 2 has also been added within the DCPDS Help area in Self Service My Workplace, and can be accessed by clicking on the Links button.

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5. If you have additional questions, please contact the Enterprise HR Information Systems Branch (NG-J1-TNH) by sending an email to the TN Inbox at ng.ncr.arng.mbx.ngb-tn-inbox@mail.mil.

A handwritten signature in purple ink that reads "Debra A. Gray". The signature is fluid and cursive, with the first name "Debra" being more prominent than the last name "Gray".

DEBRA A. GRAY
Human Resources Specialist (Info Sys)
Enterprise HR Information Systems Branch
Technician Personnel Management Division
National Guard Bureau

Attachment:
As stated

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